



The City of Morgantown

389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
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August 27, 2012

**RE: RZ12-04 / Morgantown Engineering & Construction / 101 Fourth Street
Tax Map 19; Parcels 7 and 8**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

Project Management Services, on behalf of Morgantown Engineering & Construction, has submitted a **Zoning Map Amendment** petition for property located at **101 Fourth Street**. A map is enclosed with this letter illustrating the location of the subject site.

The **Planning Commission** will consider this request at a public hearing on:

**Thursday, September 13, 2012 at 6:30 PM
City Council Chambers, City Hall, 389 Spruce Street**

Project Description:

The petitioner seeks to amend the official zoning map by changing the zoning classification of the subject property from R-3, Multi-Family Residential District to B-2, Service Business District and remove the subject property from the Sunnyside Overlay District. Zoning Map Amendment decisions are made by City Council in the form of an ordinance. However, the Planning Commission must first review the petition and then make a recommendation to City Council to either approve or deny the zoning map amendment petition.

Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to cfletcher@cityofmorgantown.org. Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

The agenda for this hearing and related staff reports will be posted on the City's website, www.morgantown.com, approximately one week before the hearing.

Respectfully,

Christopher M. Fletcher, AICP
Director of Development Services

Enclosure: Site map

**CASE NUMBER:
RZ12-04
Morgantown Engineering & Construction
101 Fourth Street**

